

## **LICENSURE APPLICATION GUIDELINES**

### **GENERAL INFORMATION FOR ALL APPLICANTS**

Submit all applications for licensure in typewritten form or clearly printed, answering each question on the application as accurately as possible.

Include with the application any additional required documentation and a check or money order in the appropriate fee amount made payable to the Kentucky State Treasurer.

#### **Fees Schedule:**

Application for Initial Licensure/Temporary Permit (Nonrefundable)	
Occupational Therapy Assistant	\$35.00
Occupational Therapist	\$50.00
Renewal	
Occupational Therapy Assistant	\$35.00
Occupational Therapist	\$50.00
Late Renewal & Reinstatement	\$50.00 plus \$25.00 late penalty
Duplicate License (Certificate)	\$10.00 – (Do not send with initial licensure)
Duplicate License (Wallet Card)	\$10.00 – (Do not send with initial licensure)
Letter of Verification	\$15.00

In accordance with 201 KAR 28:120, applicants who are not U.S. citizens must provide evidence of legal permission, as furnished by the United States Department of Immigration and Naturalization, for employment in the United States. This documentation may take any of the following forms:

- |                              |                                 |
|------------------------------|---------------------------------|
| 1.) I-94 form;               | 3.) Temporary resident card; or |
| 2.) Alien registration card; | 4.) A stamp on their passport.  |

In accordance with 201 KAR 28:140 (1)(10), it is the responsibility of the applicant and/or licensee to notify the Board of any changes in name or address in writing.

- ? Applicants should allow 30-120 days for the processing and review of their application. It is illegal to practice as an occupational therapist or occupational therapy assistant during this processing time, until receiving licensure approval from the Board.
- ? Applications will not be reviewed until all required documentation is received by the Board office. If your file is incomplete due to missing documentation, you will be notified by mail regarding the status of your file. In order to assist the staff in processing your file, do not telephone or have someone else call to obtain information on your behalf regarding the status of your application.
- ? Letters regarding the approval or denial of an application will be mailed from our office approximately one (1) week to ten (10) days following the licensure Board meeting. Due to the large volume of phone calls and requests received in the past for this information, this office will not fax these letters.
- ? In order to assist the staff in the processing of your license, do not telephone regarding the approval/denial of your application or to obtain a license number. Do not have someone else call to obtain information on your behalf. Information concerning a file will only be given to the applicant in written form. Information will not be given by telephone.
- ? Board meetings are scheduled for the third Thursday of each month. **ALL APPLICATION FILES MUST BE SUBMITTED TO THE BOARD OFFICE TWO DAYS PRIOR TO THE BOARD MEETING IN ORDER TO BE CONSIDERED.**
- ? All pending files (incomplete) shall be closed at the end of the license renewal period, June 30<sup>th</sup>, at which time reapplication will be necessary.

For further information regarding the Board, including its meeting schedule, a listing of current Board members, OTR & COTA applications and the Laws and Regulations relating to licensure in the field of Occupational Therapy, please visit the Board's web site at:

<http://occupations.ky.gov/occupationaltherapy/index.htm>

## SPECIFIC APPLICATION INSTRUCTIONS

### **1.) APPLICATION FOR TEMPORARY PERMIT – AVAILABLE ONLY FOR INDIVIDUALS WHO ARE WAITING TO TAKE THE NBCOT EXAM OR ARE WAITING FOR RESULTS OF THE EXAM.**

A temporary permit may only be issued for a period not to exceed **sixty (60) days** following the second examination offered after the applicant has been granted eligibility to take the NBCOT examination required for licensure or certification. Once the candidate applies to sit for the qualifying examination, the time for eligibility for a temporary permit begins to run, whether or not that person has applied for licensure in Kentucky. In determining eligibility for a temporary permit, the Board will use the following criteria:

- A.) If there have been no offerings of the examination since their application to sit for the examination, the applicant may be granted a temporary permit that will take them through the next administration of the examination.
- B.) If there has been one administration of the examination since their application to sit for the examination, the applicant may be granted a temporary permit that will take them through the next administration of the examination.
- C.) If there have been two or more administrations of the examination since their application to sit for examination, the applicant cannot receive a temporary permit.

Applicants must submit the following:

- A.) Appropriate application form
- B.) Appropriate fee
- C.) An official (certified) copy of their college transcript showing completion of all academic requirements. If the transcript does not show completion of all Level II fieldwork, then copies of the AOTA FWEs must be submitted. **These must be certified transcripts from the registrar's office of the college or university attended. They cannot be stamped "Issued to Student."** Post baccalaureate certificate students must submit a letter from the Program Chair or Graduate Coordinator stating that academic work necessary for eligibility to sit for the NBCOT exam has been completed.
- D.) A letter from their supervisor, who must be an Occupational Therapist licensed and in good standing in Kentucky. The letter must state that the therapist {1.} is willing to provide supervision during the applicant's temporary permit period, and {2.} take responsibility for the applicant's activities during this period.
- E.) A "*Confirmation of Examination Registration & Eligibility to Examine*" form from NBCOT. This form states eligibility to take the NBCOT examination which includes the date of application and the scheduled testing window dates.

## **2.) STATUS CHANGE FROM TEMPORARY TO PERMANENT LICENSURE**

In order for persons to change their status from Temporary Permit to Full Licensure, they must forward a copy of their large NBCOT certificate to the Board, along with an official (certified) transcript which indicates degree conferred, if not previously submitted. **An additional fee is *NOT* required.**

## **3.) APPLICATION FOR LICENSURE – PERSONS NOT PREVIOUSLY LICENSED OR PERMITTED**

Applicants must submit the following:

- A.) Appropriate application form
- B.) Appropriate fee
- C.) An official (certified) copy of their college transcript showing completion of all academic requirements.
- D.) A copy of their large NBCOT certificate.

## **4.) APPLICATION FOR LICENSURE – PERSONS CURRENTLY AND/OR PREVIOUSLY LICENSED IN ANOTHER STATE**

Applicants must submit the following:

- A.) Appropriate application form
- B.) Appropriate fee
- C.) A current or initial copy of their large NBCOT certificate
- D.) A completed verification form from each state in which they have had or currently hold a license.

## **5.) APPLICATION FOR LICENSURE REINSTATEMENT**

In accordance with 201 KAR 28:090 (3), applicants wishing to have their licenses reinstated must submit the following:

- A.) Payment of the late renewal fee plus a reinstatement fee
- B.) Documentation of employment from the time of termination until the present
- C.) Documentation that licensure, certification, or registration in other states is in good standing
- D.) A “*Verification of Certification*” Form from NBCOT

*Revised 01/04*